



District of Columbia Housing Authority

Vacancy Announcement

Central Office

ANNOUNCEMENT #18-06(A)

(This announcement amends the announcement number)

Title: Special Police Officer	Department: Office of Public Safety
Grade: PS-083-07	Salary Range: \$41,166 pa - \$52,937 pa
Opening Date: 02-26-18	Closing Date: Open until filled
Area of Consideration: DCHA Employees and the General Public	

Duties and Responsibilities:

- Patrols and inspects buildings and adjacent grounds.
- Controls parking entrances; issues and/or requests traffic violation notices.
- Makes necessary arrests in accordance with the D.C. Code.
- Performs package and vehicle inspections, as well as limited searches of individuals.
- Directs traffic, controls parking entrances, and issues violation notices.
- Logs in all visitors as to the date, time and destination.
- Monitors all public safety devices such as fire alarm systems, elevators, and security equipment; appropriately responds to emergencies if these devices are activated.
- Notifies the Property Management Office of fires, floods or other major disasters which affects the safety of residents, guests, staff, and properties.
- Performs other duties as assigned.

Qualification Requirements:

- Must be a United States Citizen at the time of application.
- Must have reached the age of 20 years and 6 months at the time of application; and have reached the age of 21 at the time of appointment.
- Must possess a high school diploma or GED.
- Must possess a valid driver's license at the time of application.

In addition to meeting the qualification requirements, the candidate must pass a background investigation to determine employment suitability; pass a medical and eye examination; serve a 12 month probationary appointment after training; submit to random drug testing to detect substance abuse; pass training curriculum; accept shift work; maintain a telephone; and, be able to work independently.

Other Significant Factors:

- Applicants may be subject to criminal background, past employment and personal history investigations.
- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202)535-1618.
- This position is in the Collective Bargaining Unit represented by the Fraternal Order of Police.

For consideration please submit your application to:

**Human Resources Department
1133 North Capitol Street N.E., Room 222
Washington D.C. 20002
Fax # (202) 535-1375
Or online at www.dchousing.org**

DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER